

Employee Benefits Overview FY 2015



Offered by the ITD Human Resource Services Division

The Idaho Transportation Department offers employment statewide, in many diversified fields of work, from professional to technical to trade-type jobs.

Examples of ITD professions include:

- Professional Engineering (Construction, Maintenance, Traffic, Bridge and Roadway Design, Materials)
- Management
- Finance/Accounting
- Budgeting/Auditing
- Information Systems
- Aeronautics
- Administrative Support
- Geographic Information/Mapping Technology
- Transportation Planning
- Human Resources
- Purchasing
- Crafts/Trades
- Environmental Planning
- Right of Way
- Research
- Technicians (Inspection, Survey, Maintenance, Materials, Design, Traffic)
- Archaeology
- Electronics
- Chemistry
- Geology
- Public information

Candidates for some positions may be offered reimbursement for moving expenses when asked to relocate to accept a position with the department.



The State of Idaho offers a competitive benefits package which is approximately 24% of the total salary. Additionally, the state pays \$10,549.92 annually for each full-time employee's medical benefits.

Leave Benefits-Based on Full-Time Service

Vacation Leave: All benefited employees are entitled to vacation leave based on their Fair Labor Standards Act (FLSA) classification:

- Executives (E) = .09615 per hour paid (25 days per year*)
- Admin (A), Professional (P), IT Professional (I) = .05769 per hour paid (15 days per year*)
- Covered (C) = .04615 per hour paid (12 days per year*)

Rates increase at 5, 10 and 15 years of services (based on hours) for A, P, I, and C employees. Each vacation level has a maximum accrual allowed. Vacation balance is paid off upon separation of state service. Retirees have additional options.

Holidays: The State of Idaho provides ten paid holidays throughout the year. If a holiday falls on a normally scheduled day off, another day of paid leave will be given.

Flexible Schedules: With approval from the section supervisor, employees may work a flexible schedule that is within the department's core hours.

Sick Leave: Full-time employees earn paid sick leave at .04615 per hour paid.. Sick leave accrues without limit and may be used for funeral or illness of family members.

* 1 year is based on 2080 hours



Health Benefits- Health Insurance is effective on the first of the month following hire. The State pays \$758.32 per employee per month for medical premiums and dental premiums.

Health Insurance Monthly Premiums:

Monthly Blue Cross Costs*	PPO	Traditional	High Deductible	Dental
Employee	\$ 47.00	\$ 58.00	\$ 38.00	\$ 8.24
Employee & Spouse	\$119.00	\$144.00	\$ 101.00	\$ 38.24
Employee & Child	\$ 82.00	\$ 102.00	\$ 68.00	\$ 32.24
Employee & Children	\$ 110.00	\$ 133.00	\$ 92.00	\$ 49.24
Employee & Spouse & Child	\$149.00	\$181.00	\$ 126.00	\$ 54.74
Employee & Spouse & Children	\$171.00	\$202.00	\$141.00	\$ 63.24

*Additional costs for part-time employees

Blue Cross Medical: Medical coverage is optional. If you wish to decline, please complete the enrollment application with the declination area marked. If elected, once you have applied and received your medical card you may register on www.bcidaho.com to review information regarding your personal profile (ex: track the status of claims)

Blue Cross Dental: Dental coverage is automatically included with medical. Therefore employees cannot decline dental coverage for themselves, but can decline coverage of their dependents. As with Blue Cross medical, you may register at www.bcidaho.com to review your personal dental information.

VSP (Vision Service Plan): VSP is our vision provider. This benefit is included in the medical plan. Vision coverage is automatically included. The VSP website allows you to view your benefit plans and track claims (www.vsp.com). You may use your Blue Cross number (minus the alpha characters) to register.

Premium Only Plan (POP): A tax savings for employees; the cost of medical and dental coverage is deducted from gross pay before taxes are calculated, therefore reducing taxable income. This is an optional plan.

Flexible Spending Account:

- Put money aside tax-free for eligible health and dependent care expenses
- Reduces your tax base
- 30 day enrollment period at the time of hire
- Open enrollment each year.

Employee Assistance Program (EAP):

- Provided for all employees. Employees and dependents that are eligible for benefits but who are not enrolled in one of the state's medical plans are also eligible for five EAP visits per plan year.
- Up to 5 one-hour sessions per family member each contract year.
- No out of pocket co-payment.

Mental Health Benefit: The plan integrates mental health, substance abuse and Employee Assistance Program (EAP) services. Blue Cross of Idaho, in conjunction with ComPsych, provides mental health and substance abuse benefits as well as the Employee Assistance Program (EAP). This benefit is included in the medical plan.

- Employees and dependents that are enrolled in one of the state's medical plans are eligible for up to 30 outpatient visits or 8 days of inpatient treatment stays per plan year.
- Increased Medical Mental Health benefit for specific conditions.

Wellness Programs- The State of Idaho's Wellness Initiative offers state employees programs under the administration of Blue Cross of Idaho.

Thriveldaho: Thriveldaho is the State of Idaho employee health promotion program that gives you the chance to earn rewards for taking charge of your health. Thriveldaho is available to employees enrolled in one of the group insurance plans.

Just for ITD employees... The ITD Wellness Program promotes a healthy lifestyle. Offerings include health risk appraisals, blood screening, flu shots, fitness evaluations, weight-management and health fairs, nutrition education, and participation in the annual Transportation Fitness Challenge.

There is information on other wellness benefits listed on the Office of Group Insurance webpage.

Other Health Related Benefits-

Family Medical Leave: The Family Medical Leave Act entitles eligible employees up to 12 weeks in a 12 month period of paid or unpaid, job protected leave for specific family and medical reasons.

Leave Donation: Annual leave may be transferred from one benefited employee to another in the event of a serious illness or injury of the employee or family member, which necessitates absence from work.

Life and Disability Insurance-

National Conference on Public Employee Retirement Systems (NCPERS):

- This plan offers low cost, group decreasing term life insurance with additional coverage for accidental death and dismemberment and life insurance for spouse and dependent children.
- 90 day enrollment period at the time of hire.
- Open enrollment every fall.
- This plan can be converted upon leaving state service.

Basic Life Insurance:

- Coverage is effective at the beginning of the month following hire.
- Equal to the annual salary or \$20,000, whichever is greater.
- A \$2,000 life insurance policy for your spouse at no charge.
- A \$1,000 life insurance policy for each of your dependent children at no charge.

Voluntary Term Life:

- 30 day enrollment period at the time of hire.
- Coverage equal 1, 2 or 3 times annual salary. The premium cost is age/salary based.
- Coverage for Spouse and Children (up to age 26) available for additional cost.
- This plan can be converted upon leaving state service.

Short Term Disability Insurance:

- Benefit pays 60% of salary for the first 26 weeks of disability, less a 30 day waiting period.
- This is a no cost supplement to the Basic Life Insurance.

Long Term Disability Insurance:

- Benefit pays 60% of salary for two years when totally disabled.
- This is a no cost supplement to the Basic Life Insurance.

Retirement and Investments-

Public Employees Retirement System (PERSI):

- Base Plan-Employees contribute a mandatory 6.79% of gross salary, using pre-tax dollars. ITD contributes 11.32% of gross salary to the retirement account.
- Employees are fully vested after five (5) years of service.

Nationwide Retirement Solutions Deferred Compensation Program (457) & PERSI Choice Plan (401K):

- Employees may contribute pre-tax dollars to a wide variety of managed mutual funds, bonds, and annuities.
- Funds may be 'rolled over' when leaving state service.

Idaho College Savings Program (IDEAL):

- Employees may contribute a minimum of \$25.00 per pay period to a variety of investments.
- Contributions are tax-deferred and can be deducted on annual taxes.

About Your Pay:

Pay Days & Direct Deposit:

- The state is on a bi-weekly pay system. After the first check, your paycheck will be deposited every two weeks on Friday.
- The state requires direct deposit. Direct deposit saves time and money.
- Paperless pay stubs are viewed on the State Controller's website.

Transportation Credit Unions:

- ITD employees are offered membership with the ICON, Mountain America, and Idaho Central Credit Unions
- Each credit union is a legal corporation with a non-profit charter to serve current and former employees of the state.

Useful Websites-

State Employee Portal:

<http://employee.idaho.gov>

Division of Human Resources (DHR):

<http://dhr.idaho.gov>

Idaho State Controller's Office (SCO) Employee Services Logon:

<https://ipops.sco.idaho.gov/defaultweb.nsf/mainframeset.htm>

Office of Group Insurance (OGI):

<http://adm.idaho.gov/insurance>

Blue Cross of Idaho:

<http://bcidaho.com>

Vision Services Plan (VSP):

<http://www.vsp.com>

Stanley, Hunter, Dupree, and Rhine (SHDR)-Flexible Spending Plan:

<http://shdr.com>



ComPsych –Employee Assistance Plan:

guidanceresources.com

Public Employees Retirement System (PERSI):

<http://persi.idaho.gov>

Nationwide Retirement Solutions (NRS):

<http://nrsretire.com>

Ideal College Savings Program (IDEAL):

<https://idsaves.s.upromise.com>

The information provided is subject to change and is meant only for the purpose of providing comparison information. This information is clearly not intended to imply a contractual relationship.

Idaho Transportation Department

Human Resource Services Division

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<http://itd.idaho.gov/careers/Index.htm>

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